



May 22, 2017

Federal Communication Commission  
Washington, DC 20155

**RE: Invoice Deadline Extension Waiver Request**

Entity & BEN	BROOKLYN CENTER SCHOOL DIST 286 (BEN 133634)
Contact Person	Sara Bratsch
Contact Information: Mailing Address Phone Number Email Address	6300 Shingle Creek Pkwy, Suite 286, Brooklyn Center, MN 55430 763.450.3386 Ext. 1301 sbratsch@brookcntr.k12.mn.us
Service Providers/SPIN #'s	CenturyLink Qwest Corporation - SPIN #143005231 Verizon Wireless (Cellco Partnership) - SPIN- #143000677 TIES (Technology and Information Educational Svcs) - SPIN #143009285 Comcast Business Communications - SPIN# 143003990 TDS Metrocom - SPIN#143016007 The Network Guys Inc - SPIN# 143046715
Funding Year	2015
Application Type & Application Number	Form 471 Application #1008642 – Category 1 Form 471 Application #1026109 – Category 2
FRNs	2738083, 2738086, 2738094, 2738112, 2738109, 2777850, 2785940
Appeal Reason	Invoice Deadline Extension Request

**Introduction:**

Brooklyn Center Community Schools is a small suburban school district located on the northwest border of Minneapolis, Minnesota. We pride ourselves in providing excellent academic programs to a diverse student population in pre-k through grade 12. Resources are limited for a high poverty student population; the Free & Reduced Lunch is 80%.

**Explanation:**

Brooklyn Center School District #286 is aware that beginning July 1, 2016 all FCC Forms 472 (BEAR) are to be submitted online and all Applicants are to submit a FCC Form 498. In addition, District personnel understand all Applicants will receive, if needed, one invoice deadline extension request.

The District staff member responsible to perform E-rate related tasks, left the District's employ in October 2016. Upon their departure, they informed the incoming staff member and Finance Director that an Invoice Deadline Extension Request had been submitted.

Finance Director, Sara Bratsch, who has no experience with E-rate rules, processes and procedures, discovered, in her attempts to submit the FCC Form 472 (BEARs,) that the extension request had not been submitted and was instructed by USAC to file an appeal.

On February 25, 2017, an appeal requesting an Invoice Deadline Extension was emailed to USAC. On March 23, 2017, Brooklyn Center Schools District #286 received an Administrator's Decision denying only the extension request for the Category 2 FRN 2785940. The explanation for the denial stated that it was not demonstrated the invoices were postmarked within the required timeframe. The invoice is postmarked within the 120 days after the date of the Form 486 Notification Letter. The extension request was for submitting the Form 472 not an extension to receive products/services.

It was learned, upon inquiry of Appeal status with USAC, that an Invoice Deadline Waiver should have been submitted to the FCC and not an appeal sent to USAC.

Therefore, Brooklyn Center Schools District #286 is requesting The Federal Communications Commission to grant an Invoice Deadline Waiver for Funding Year 2015

Included as supporting documentation is a copy of email stating an Invoice Deadline Extension Request was submitted, the Appeal to USAC and confirming email, USAC's Administrator's Decision on Appeal, and The NetGuys invoice for FRN 2785940 dated July 20, 2015.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sara Bratsch".

Sara Bratsch  
Finance Director  
Brooklyn Center School District #286